



The Visa Application Process in 10 Steps

Step 1. Gather Information: Go online <http://qatar.usembassy.gov/qatar/nivcategory.html> and http://travel.state.gov/visa/temp/types/types_1286.html for information regarding the category of visa that may be appropriate for you. The application is also found at this site.

Step 2. Check for validity of your passport. A visa applicant must submit a valid passport with their application. The passport must be valid for at least **six months** longer than the applicant's intended stay in the United States and must have at least **two blank pages** available on which to place a visa.

A valid passport must contain:

- The complete **name of the passport holder** and each included person.
- The **place of birth** of the passport holder and each included person.
- The **date of birth** of the passport holder and each included person.
- The transliteration of this information must agree with the information as presented in the native language.

Step 3. Complete Application Forms:

- a. **Application DS-156:** This application can be completed by going to <https://evisaforms.state.gov/ds156.asp> and filling in all spaces, printing out the application, and bringing it in to the US Embassy. Hand-written DS-156 applications will no longer be accepted. Handwritten applications cannot be scanned into our system. That is why filling out the application online saves time for both applicants and U.S. consular officers. Online applications ensure that applicants are processed faster, and have less waiting time.

Applicants should be aware that information entered in to the online application is not directly transmitted to the Embassy. Only when the printed application is brought to the US Embassy will the applicant's information be entered into the system, thus any corrections they applicant wishes to be made can be done at the Embassy on the day of the interview. A separate application is required for each applicant, regardless of age.

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- b. **A Supplemental Nonimmigrant Visa Application, Form DS-157 (If Required)** This form provides additional information about your travel plans. Submission of this completed form is required for all male applicants between 16-45 years of age. You should know that a consular officer may require any

nonimmigrant visa applicant to complete this form. This form is found at <http://www.state.gov/documents/organization/7769.pdf>.

- c. **Form DS-158 if required.** This form is only required for students and must be typed or printed clearly. This form can be picked up at the US Embassy or filled out and printed online at <http://www.state.gov/documents/organization/12154.pdf>
- d. Additional applications, forms and/or petitions may be required for special visas such as student, exchange visitor, or temporary worker visa. For more information please visit :
<http://usembassy.state.gov/qatar/consular.html>
<http://www.unitedstatesvisas.gov/obtainingvisa/index.html>
http://travel.state.gov/visa/temp/types/types_1286.html

Step 4. Acquire Photographs: We remind applicants to pay close attention to photograph requirements as listed on the website. Often applicants are turned away because they have the wrong type of photograph. Many camera shops around town that process passport photographs are aware of the requirements for a U.S. visa application:

- A 5cm X 5cm recent, high quality, clear, color photograph for each applicant showing full face forward against a white background (no photographs with dark glasses or head-coverings other than religious wear which shows face, ears, and hairline)

Step 5. Gather Necessary documents and information: Our website lists documents which are required for the application process. However, in many cases other supporting documents may be required. Applicants should make sure to bring in any and all supporting documents/information, which may be relevant to their application. (e.g. old passports, employment letters, bank statements, statement of salary, employment contract, etc.). Applicants will also need to know the exact address and phone number of the place where they will be staying, even when this is a hotel. Please remember: the above list, as well as the one listed on the website is not an exhaustive list. Depending on the situation of the applicants, additional documents may be required. Applicants should use their best judgment in determining what documents or information will be necessary to support their application as well as refer to the website for the documentation required for their particular visa category.

Step 6. Arrival at Embassy: Come in to the U.S. Embassy between the hours of **8:00am-10:00am Sunday, Monday, Wednesday, and Thursday**. No appointment is necessary. Please remember that applicants who arrive after 10:00am will not be processed. Due to limited space and rising temperatures, **ONLY VISA APPLICANTS WILL BE ALLOWED INTO THE EMBASSY**, all other family members, friends, or colleagues should remain at home.

Step 7. Pay Fee: Go to the Cashier window and pay the \$100 MRV fee. This fee may be paid in QR or USD. There may be an additional application fee that will apply to some nationalities whose governments also charge visa fees to American citizens. To find out whether an additional fee applies to your country for a specific visa category, go to <http://www.travel.state.gov/visa/reciprocity/index.htm>. The American Embassy

can only accept cash for fee payments. For convenience, an ATM machine is located on the premises. However, applicants may want to plan ahead and bring cash with them in case the machine is out of order.

Step 8. Wait: Wait for interview. Please be patient! We would like to stress that the consular staff at the U.S. Embassy tries to minimize waiting time for visa applicants. One way to help us minimize this wait further is to fill out your visa applications online.

Step 9. Interview of Applicant: At the start of the interview you will be asked to do a finger scan. The finger scanning process is an important part of the interview process. Finger scanning is a very effective method of protecting our borders, making it safer for you to travel, and making the United States a safe place for your holiday.

Step 10. Adjudication by Officer:

- a. **Issuance:** If you are issued a visa, in most cases it will be available the next day. You will be given a claim check stating the time to return to pick up your visa. Some visas, however, may take longer to process and these applicants will be asked to return at a later date. Applicants may designate someone to pick up their passport if they do not wish to return themselves. Please remember, if someone other than the applicant returns to pick up the passport they must present the claim check in order to receive the passport.
 - **Validity:** Remember: the validity of the visa is NOT the amount of time you may remain in the United States. The time allowed in the U.S. will be determined by immigration officials upon presentation of your visa at the port of entry. The validity of your visa is simply the period that it may be used to apply for admission to the United States. During its validity period, the US visa remains usable even if the passport in which it is contained expires. This is different from the Qatari visa, which becomes invalid when the passport expires and must be transferred to the new passport. To use the US visa, applicants must simply travel with both the expired passport (containing the valid visa) and the new passport. Holders of **Multiple Entry** U.S. visas may enter the U.S. as many times as they like during the validity of the visa. Those with **Single Entry** visas may only enter once.
- b. **Additional Processing:** Some applicants who are otherwise qualified will not receive their visa the same day because of additional processing requirements. This is not a permanent refusal of the applicant. Applicants who require additional processing will be notified by telephone when this processing is finished so that they can come in for their visa. The time for this processing varies and we cannot give a time frame for its completion.
- c. **Refusal:** Of course, not all applicants who apply for a visa are eligible to receive one, and thus must be refused. All refused applicants are given a letter explaining the refusal. Refused applicants may reapply at a later date. However, an application received within six months of a refusal will most likely be refused on the same basis. Most refusals are based on the present situation of the applicant and it is unlikely that the applicant's situation will change in such a short time. For more information on eligibility, refer to our

website. Unfortunately, we cannot refund fees paid by any applicant who has been refused a visa.